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Library School.

How to use the Public Library

Prepared with special reference
to the use of

The Dayton Public Library

by Students of

THE

Miami

Commercial College

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Dayton, Ohio

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How to use the Public Library

By A. D. WILT, President of Miami Commercial College

The following suggestions concerning the proper use of a public library have been prepared with special reference to the use of the Dayton Public Library by students of the MIAMI COMMERCIAL COLLEGE, and also with the hope that they may prove useful to all others who use either the Dayton Public Library, or any other well arranged library.

Present day library methods, practiced in all good public libraries are so similar, that suggestions which apply to one will apply to nearly all others.

The Dayton Public Library has been singularly fortunate in having had in charge of it for many years, Miss Electra Doren, a librarian whose fine skill has gained her a national reputation, and also in having a worthy successor to Miss Doren in the present librarian, Miss Linda Clatworthy.

Next to knowing about a subject is knowing where and how to find out about it; and anyone who does not understand how to make the most of a public library will always be at a serious disadvantage. No course of study in school or college can be effective without the constant use of a good library.

I have found in my long experience with young men and young women that they seldom understand how easily and how advantageously the public library may be used, and how willing librarians and their assistants are to have the library used in every possible manner, and that a library is as anxious to have customers as is a dry goods store.

Library managers have so carefully considered the needs of all classes of workers, that they have provided a great variety of helps in the way of card catalogues, printed indexes, book lists, shelf arrangement, etc., by means of which any book on any subject, or any magazine article in any magazine, can be reached at once, in most cases without asking the librarian a single question.

If you are wishing only to look over the latest magazines and newspapers on file, you

"Money and Banking," and do not know the author's name or the title of any particular book on the subject; go to the drawer having the letter **M** and you will find under the word Money a number of books referred and giving shelves and numbers; thus, suppose you want a book entitled, "Money and Banking," by Horace White:

In the **W** drawer you will find under Horace White's name this book and others he has written. Suppose the card shows that the number is 332; go to the book cases, find section including the three hundreds, run along the shelves until you reach 332 and White's work will be found there.

If you are seeking John Fiske's "Critical Period of the American Revolution," and it would be numbered on the card, 973, which you would get out of the **F** box, or the **C** box, or the **R** box.

Suppose, however, you want to consult one of the many encyclopedias and dictionaries or other works of reference, you will find them in the Reference Study Hall and without asking any one may take it down.

In this room are many sets of literary and historical works, which you will find very interesting and profitable to look at any time you may have a short time to spare.

The Dayton Library gives free access to all its book-shelves and you can go directly to the shelves and take down any book you wish, with the exception of certain more valuable books in art and literature which are kept in book cases and may be had upon application at the loan desk. You will notice on the card catalogue stars and letters besides many of the titles the * mark indicates the books which must be asked for at the loan desk. Other special collections in the library are there in the Juvenile Department marked j (1 t j332), School Library marked 3, Reference lit. R.

Besides these collections are the Patent Office Reports, and the Government Reports, which are in the basement and are as freely at your use for reference as any of the other collections.

The Government Reports include the following: The State Department, the Treasury, the War, the Navy, the Postoffice, the Interior, Department of Justice, Department of Agriculture, Department of Commerce and Labor, the Inter-state Commerce Department and the Indian Department.

Students of business topics will find the following reports of much value: The report of the Comptroller of the Currency, relating to the National Banks, and all other banks of the world, the reports of the Commerce and Labor departments, relating to the Corporation of the Country generally, the laws governing them and statistics, the census reports, which are very completely given. Among the most important and valuable of the Government Reports are the Consular Reports of the United States Consuls, who are stationed in the chief commercial cities all over the world, and whose reports relate to the business conditions and opportunities for business and to the latest inventions and processes of manufactury and of agriculture.

If you are a student of architecture, woodworking, iron working, or are a worker in any of the important trades, you will find a number of handsomely illustrated manuals on these subjects.

For the use of my own students and others interested in business pursuits, I add herewith a short list of the most important and reliable of recent books on business. I also recommend all to read the Autobiographies and biographies of good men and women, who have distinguished themselves among the great autobiographies are those of Benjamin Franklin, John Quincy Adams, Thomas Jefferson, Andrew D. White, Senator Geo. F. Hoar, General Grant and General Sherman, Biographies of James Watt by Andrew Carnegie.

I most earnestly urge all the students of the Miami to make themselves effective and successful workers in every business relationship they may enter, availing themselves of what a good library can always furnish in the way of up-to-date information in every department.

Every man or woman who reaches positions of responsibility and distinction is a reader of the best books on the subjects he or she is interested in.

Unless you are to remain stationary all your life and permit others of no better powers than you possess to pass you, you must read only the best books by the best authors. Never go to a second rate man, woman or book for information when you can as well get the best. If you do not know who or what the best is or what the best book in the library is the librarians will be glad to aid you in finding out.

If young men and young women understood how willing the best man or woman in any walk of life is to give information which will help earnest students on their way they would never hesitate to ask those who know what is worth their time and attention.

How to Find the Subject, Author, Title, Publisher and Cost of a Book You May Want to Buy.

It often happens that you may know either the subject or the title or the author of a book and yet do not know who published it, and what the cost of it is, or how many volumes it is issued in. Your Book-seller should, of course, be able to tell you this, but it may be well for you to understand that there is a combination catalogue which contains the catalogue of all of the prominent publishers of this country, with an index to the back of it which will enable you to put your finger on the publisher, the title and the cost at once. This combination catalogue is always in every well regulated library and in all well conducted book stores and is at your service. If your book-seller cannot get you the book, you can get it direct of the publisher at the retail price plus the postage, which is one cent for each two ounces the book weighs.

I desire to acknowledge my obligation to Miss Linda Clatworthy, librarian of the Dayton Public Library, for her kindly assistance in this compilation.

title can be quickly gotten at by means of this index.

If you wish to take a book home, you will first be required to have some citizen sign a card guaranteeing that you will use the library properly, take care of the books, and return them promptly. You will be allowed to take two books at a time providing that they are not both fiction.
and may keep them for two weeks with the privilege of renewing them for two weeks longer. You may take both volumes of any book published in two volumes. If you retain the book longer than two weeks a fine of two cents a day will be imposed.

All books other than fiction are arranged by their subjects, each subject has a number and the entire series of numbers are in numerical order in the Oh cases on the shelves. Fiction is arranged in alphabetical order according to the author's name; for instance, if you were seeking a novel entitled, "The Singular Life," by Elizabeth Stewart Phelps, you will find this on the fiction shelves under the letter **F**, just as you would find any work of Dickens on the **D** shelf.

There are three card catalogues, the general catalogue giving authors and subjects, one giving titles, and the other giving authors of fiction which is at the left of the entrance.

The fiction catalogue is on the east side of the central desk. If you know the title and do not know the author, on pulling out the drawer with the first letter of the title on the outside of it, you will find it indexed on the card which you can quickly turn to. If you want to see if the library has books by a certain author, turn to the author's name in the drawer with the first letter of the author's name on the outside of it, and as I have said, all the fiction is arranged in alphabetical order, according to the author's name it is easily found.

All books other than novels are catalogued on the card index which you will find in the left hand corner of the entrance room as you go in.

Suppose you want to take out a book on

will find posted up in the reading room of the Dayton Public Library, a list of these. The racks containing them are arranged around the room in alphabetical order. You can easily find them and sit down at a table and read them. If you want to read a book, you need only take it from the shelf and make yourself comfortable at any of the tables in either of the reading rooms of the library, leaving the book or the magazine on the table when you are through, as it is a rule in all libraries that books and magazines, which are read in the library shall be left on the table for the librarians to replace where they belong. If you need paper to make extracts on, the librarian at the desk will give it to you, and a pencil also if you wish, without charge.

Many of the most important questions of the day are discussed in the magazines. In the Dayton Public Library all of the bound magazines are in the west Reference room. A large part of the magazines of this country and of Europe have been indexed, that is, every subject, author, and title of every article in them has been entered in Poole's index or in the Reader's Guide to Periodical Literature. A list of the magazines in the Dayton Public Library which are so indexed, is posted up in the Magazine room; another list posted up in the same room shows the magazines in the library which have not been indexed in this way.

Suppose you wish to read about the siege of Port Arthur without knowing just who has written about it. As this occurred in the last year it will be indexed in this year's number of the Reader's Guide, which you will find in the case with Poole's Index and other Guides to magazines in the center of the room. Taking down one of the numbers of the Guide you will find that in the Outlook Magazine, Volume 79, page 523 to page 528, is an article by George Kennan, which runs through a number of other numbers of the same magazine. Besides this article of Mr. Kennan, there will be a number of others which are in other magazines mentioned in the Index. In this way any subject or any author, or any



A LIST OF BOOKS OF VALUE TO COMMERCIAL STUDENTS AND BUSINESS MEN.

Funds and Their Uses—F. A. Cleveland.....$1.38
Money and Banking—Horace White..... 1.65
Theory and History of Banking—C. F. Dunbar... 1.38
Modern Banking Methods—A. R. Barrett..... 4.22
Or the Modern Bank—A. K. Fiske..... 1.64
Business Law—White..... 1.35
Bills, Notes and Cheques—Bigelow..... 3.15
Or Bills and Notes—Norton..... 3.95
Commercial Geography—C. C. Adams..... 1.45
Principles of Political Economy—Charles Gide.. 2.13
Economics—A. T. Hadley..... 2.65
Report of the Monetary Commission..... 1.10
Modern Banks of Issue—C. A. Conant..... 3.15
Clearing Houses—J. G. Cannon..... 2.65
History, Principles and Practice of Banking—J. W. Gilbart..... 3.15
History of Banking—John Jay Knox..... 5.25
Talks About Law—Dole..... 2.65
Paine's Banking Laws..... 5.00
Accountants' Guide for Executors, etc.—Francis Gottsberger, C. P. A..... 5.00
Cost Accounts—C. A. Milliner..... 5.00
Theory of Acounts (C. P. A. Questions and Answers)—Fred'k S. Tipson, C. P. A..... 3.00
The Accountancy of Investments—Colonel Charles E. Sprague, C. P. A..... 2.00
Complete Cost-Keeper..... 5.00
Factory Manager and Accountant—Horace Lucian Arnold..... 5.00
Manual of Opening and Closing Books of Joint-Stock Companies—A. J. Carnes..... 3.00
Science of Loose-Leaf Bookkeeping and Accounting—Chas. A. Sweetland..... 2.00
The Theory of Accounts—Frederick Tipson, C. P. A. 3.00
Funds and Their Uses—F. A. Cleveland..... 1.25
Methods and Machinery of Practical Banking—Claudius B. Patton..... 5.00
The Modern Bank—Amos K. Fiske..... 1.50
Trust Finance—Edward Sherwood Meade, Ph. D. 1.25
Commercial Digest and Business Forms—J. S. McMaster..... ..... 6.00
The Law of Promissory Notes, Drafts, Checks, etc.—Leslie J. Tompkins, M. S..... 2.00

MONTHLY PUBLICATIONS.

The Business Man's Magazine and the Book-keeper, (Detroit, Mich.).....$1.00
The Business World, (New York City.)..... 1.00
Bulletin of the American Institute of Bank Clerks, (New York City.)..... 2.00
System, (Chicago, Ill.)..... 2.00
The Business Educator, (Columbus, Ohio.)..... 1.00
The Penman's Art Journal, (New York City.)... 1.00
The Banker's Magazine, (New York City.)..... 5.00
The Phonographic Magazine, (Cincinnati, Ohio.) .50
The Stenographer, (Philadelphia, Pa.)..... 1.00
The Student's Journal, New York City.)..... 1.00
The Phonographic World, (New York City.).... 1.00